



### 2008 Instructions for Using Hoosier Online

The Hoosier Scholar Award is a merit-based scholarship awarded to graduating high school students who have achieved academic excellence. Scholars nominated by high school counselors receive a \$500 non-renewable scholarship which may be applied toward any educational expense (tuition and fees, room and board, textbooks, A student designated as a Lilly Scholar can also be a Hoosier Scholar, and so on). The scholarship is paid directly to the college and disbursed by the college (usually) during the first semester of the freshman year.

High school counselors **must** nominate one to three **primary candidates** and one to six **alternate candidates** depending on the size of the graduating class. The following minimum requirements apply to the Hoosier Scholar Award program but additional selection criteria and applications may be put in place by the high school guidance counselors. The student must:

1. Be a senior at an Indiana Department of Education accredited high school.
2. Be, along with his or her parent(s), an Indiana resident.
3. Rank in the top 20% of the high school graduating class.
4. Plan to attend a SSACI approved Indiana institution (see list at [www.in.gov/ssaci/college/](http://www.in.gov/ssaci/college/)) of higher education as a full time student.

All schools must nominate at a minimum the number of allowed primary candidate(s) and at least one alternate candidate as indicated in the following table.

Hoosier Scholar Students must file the Free Application for Federal Student Aid (FAFSA) before the deadline March 10, 2008. Families may file the FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after the student and parent each get a Federal Student Aid pin at [www.pin.ed.gov](http://www.pin.ed.gov)

Size of graduating class	Required primary candidates	Required alternate candidates
1 to 50	1	1 to 2
51 to 300	2	1 to 4
Greater than 300	3	1 to 6

In order to collect the data necessary to make the Hoosier Scholar Awards, SSACI implemented the **Hoosier Online** Internet reporting process. Student information submitted to SSACI through Hoosier Online is stored on a secure server requiring a User Name and Password for access. All data are encrypted when transmitted over the Internet for maximum security. Stored data are held in the highest confidence and backed up regularly.

The following data elements are required for each student:

1. Social Security Number (SSN)
2. Full Name (Last, First, Middle Initial)
3. Date of Birth (DOB)
4. Gender
5. Complete Mailing Address
6. Complete Phone Number
7. Grade Point Average (on a 4.0 scale)
8. Class Rank
9. College/University Choice



### General Security Agreement

SSACI trusts that only authorized high school staff will have access to Hoosier Online data and the data entry process. All high school staff working with Hoosier Online must review and abide by the principals set forth in the Agreement on page 13. The General Security Agreement remains in effect until SSACI revises or revokes it.

## HOOSIER ONLINE DATA ENTRY

Data accuracy is integral to the success of this process. Entering the correct social security number, complete name, and correct date of birth for each student is extremely important in order for the college to claim the funds to apply to the student's account. Keep these points in mind:

- ***You must submit the information for all primary and alternate candidates in a single Hoosier Online session.*** Assemble all your data before you start. You cannot save and return to data entry later. Once is it!
- ***You must enter the primary candidates first and the alternates last.*** Organize your data that way before you start. Primary first!
- ***Once you click on an "Add" button you cannot modify the data.*** Check before you click!

### Accessing Hoosier Online

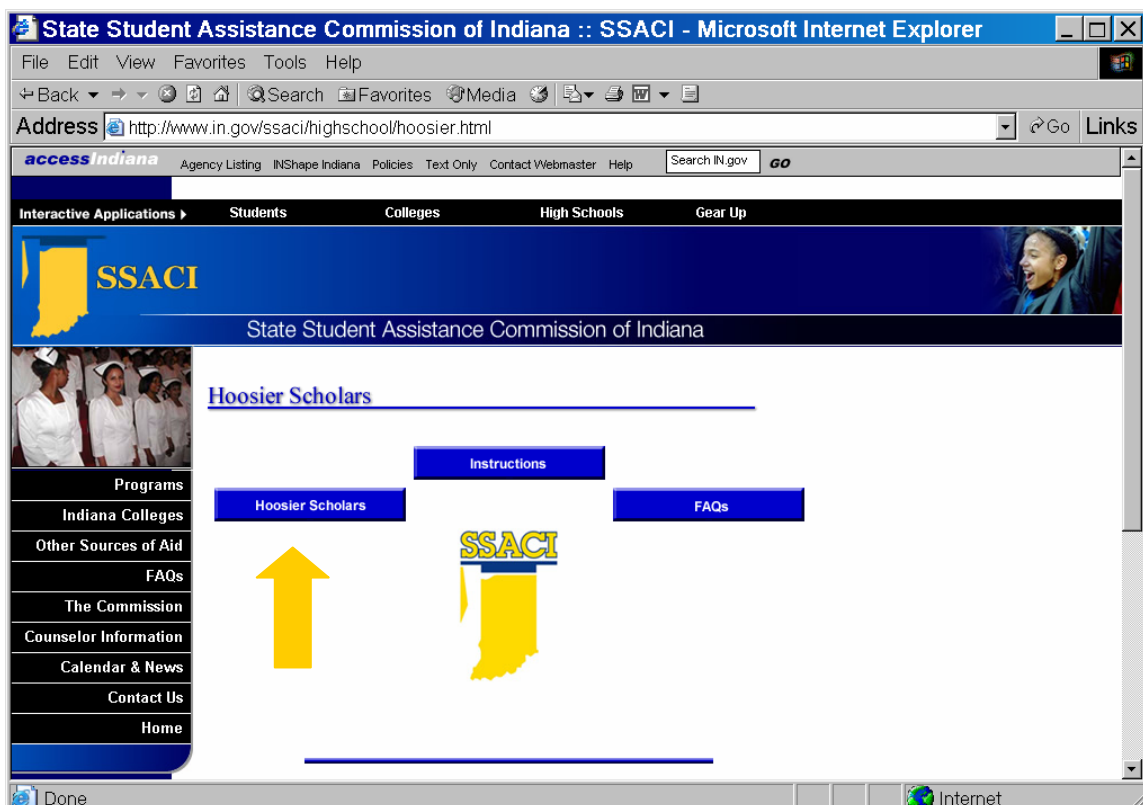
Hoosier Online is accessed using the URL: [www.IN.gov/ssaci](http://www.IN.gov/ssaci). Once you are on the SSACI web-page, select "**High Schools**" from the **Interactive Applications** menu. Then click on "**Hoosier Scholars**".





### Logging On

As soon as you access the Hoosier Scholar area of SSACI's web page, you will see a window that looks like this:



Click on the appropriate blue bar to go to one of the following areas:

#### **Hoosier Scholars**

This is the Data Input Section. Entry requires a User Name and Password.

#### **Instructions**

A copy of these instructions is available for download.

#### **FAQs**

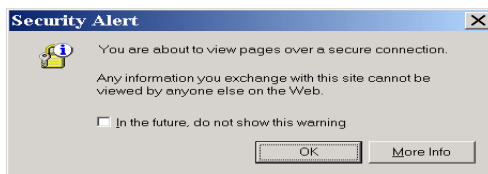
Frequently Asked Questions about the scholarship and the Hoosier Online system



### Data Input

Once you click the “**Hoosier Scholars**” button, an authentication box will pop up and you will be asked to supply your **User Name** and **Password**, which are provided on the cover letter previously sent to you. **The User Name and Password are case sensitive!** Please turn off your Caps Lock button prior to entering the information and use the shift key where capital letters are called for.

Be sure to use the mouse or TAB key to go between the User Name and Password boxes and not the Enter key. You can choose to check the box to save your password if that option is displayed on your screen *but understand that if you do, anyone who has access to your computer has access to Hoosier Online data and can view it!*



Once your **User Name** and **Password** have been entered, you will be in the data collection area of Hoosier Online. The screen will look like this:

**Hoosier Scholar Nomination Form**

Please select your school's graduating class size from the dropdown box. You must have an accurate count of students who are expected to graduate in May. The number you select from the dropdown box will determine how many students you can nominate for the Hoosier Scholar Program.

For example: Schools with 1 to 50 graduating students can nominate one candidate and two alternates, whereas schools with 51 to 300 graduating students can submit names of two candidates and four alternates. Similarly, a school with more than three hundred can submit names of three candidates and six alternates for the program. No matter the number of candidates nominated, you must submit at least one alternate. After having done that you can choose to end the session by clicking on the Finish button. However, you will not be able to add more alternates once you Finish.

If you need further assistance, contact Ada Sparkman at (317) 232-2355.

ALEXANDRIA-MONROE HIGH SCHOOL (5041) 1 BURDEN CT ALEXANDRIA

**Select School Size**

Enter All Fields

Select your school's graduating class size: [dropdown]

Email address of person entering this information: [text box]

Email address of the Director of Guidance: [text box]

Graduation Year: 2007

Continue ->



On this page, you are required to enter your school's graduating class size from the dropdown box. You must have an accurate count of students who are expected to graduate in May. The number you select from the dropdown box will determine how many primary and alternate candidates you can nominate for the Hoosier Scholar Program. All schools must nominate at a minimum the number of allowed primary candidate(s) and at least one alternate candidate as indicated in the following table.

Size of graduating class	Required primary candidates	Required alternate candidates
1 to 50	1	1 to 2
51 to 300	2	1 to 4
Greater than 300	3	1 to 6

***Make sure that you enter information for only those students graduating in 2008. You may not enter the information for past or future year candidates. You must enter information for primary candidates before entering information for alternate candidates.***

SSACI Hoosier Scholar Nomination Form - Windows Internet Explorer

https://secure.in.gov/apps/ssaci/hoosier\_scholar/action/selectSchoolSizeAction;jsessionid=a30n...

SSACI Hoosier Scholar Nomination Form

user: AHC45041

**Important Information:** You must submit the personal information of all candidates and alternates in a single session. Students' information will not be saved unless you complete the forms entirely.

(Refer to instruction package for further instructions)

ALEXANDRIA-MONROE HIGH SCHOOL (5041) 1 BURDEN CT ALEXANDRIA

2007 [Help](#)

**Add Candidates**

Enter All Fields

SSN: ### ## #### or #####

Last Name: First Name: Middle Initial:

Date of Birth: MM/DD/YYYY or MMDDYYYY

Gender: [dropdown]

Address: City: State: [dropdown menu showing Indiana]

Zip Code: #####

Phone Number: ### ## ## or #####

GPA: ##, up to 5 decimal places

Class Rank:

Student's College Choice: [dropdown menu]

Add Candidate



### **Adding a Student Record**

It is in this area that you enter student data. Use the drop-down menu to select the student's gender, state of residence and college choice. Once you have entered all required data, click the "Add Candidate" button to enter an additional candidate or alternate.

#### **SSN**

The SSN entered must match the number on the student's Social Security card. The student's social security number (SSN) must be entered as 9 digits, with (123-45-6789) or without (123456789) dashes. Any other data entry will result in an error, which will be displayed on screen. Errors are reported in "[red letters](#)" and must be fixed before the data is accepted, that is, you cannot proceed with data entry or updates until the SSN is properly entered.

#### **Last Name**

Enter the student's last name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the last name as it will appear on the student's diploma.

#### **First Name**

Enter the student's first name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the first name as it will appear on the student's diploma. Avoid abbreviations and nicknames such as "Chris" for "Christopher" or "Missy" for "Melissa".

#### **Date of Birth**

The student's date of birth (DOB) must be entered as 8 or 10 characters: 8 digits from 0 to 9 with or without slashes. If a student's DOB is January 7, 1988, it must be entered as 01/07/1988 or 01071988. The format must be MM/DD/CCYY or MMDDCCYY where "MM" is a valid month, 01 to 12; "DD" is a valid day of the month, 01 to 31; and "CCYY" is a valid year, for example, "1988", where the "19" or century part is required. Editing is done on the DOB to make sure it is valid and reasonable. For example, "1994" and "1994" are unreasonable birth years for high school seniors<sup>1</sup>. Errors are reported in "[red letters](#)" and must be fixed before the data is accepted.

#### **Address**

SSACI may need to contact the Hoosier Scholars candidates via U.S. mail. To facilitate this process, SSACI needs the scholars' full address. ***You cannot proceed with data entry until the full address is properly entered.***

#### **Phone Number**

The student's phone number must be entered with the area code as 10 digits, with (317-232-2350) or without (3172322350) dashes. Any other data entry will result in an error, which will be displayed on screen. You cannot proceed with data entry until the phone number is properly entered.

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<sup>1</sup> On the other hand, if you have a 12-year old student to nominate, we will be glad to update our system manually. Just call us.



### Grade Point Average (GPA)

The student's current cumulative GPA on a 4.0 scale must be entered with at least one (3.0) but no more than five decimals (3.45678). Grading scales on other than 4-point systems should be converted according to the corporation's rules.

### Student's College/University Choice

The Hoosier Scholar Award is granted to students who plan to attend SSACI approved Indiana institutions of higher education as full time students. For this reason, *it is imperative that you report the name of the Indiana college/university the student wishes to attend.* This can be done by selecting a college/university name from the dropdown box.

Once you have entered the student's data and clicked the “Add Candidate” button, the screen will look like this:

SSACI Hoosier Scholar Nomination Form - Windows Internet Explorer

https://secure.in.gov/apps/ssaci/hoosier\_scholar/action/selectSchoolSizeAction;sessionid=aAQ8

File Edit View Favorites Tools Help

Links Customize Links

SSACI Hoosier Scholar Nomination Form

user: AHC45041

## Hoosier Scholar Nomination Form

**Important Information:** You must submit the personal information of all candidates and alternates in a single session. Students' information will not be saved unless you complete the forms entirely.

(Refer to instruction package for further instructions)

ALEXANDRIA-MONROE HIGH SCHOOL (5041) 1 BURDEN CT ALEXANDRIA

2007

Are you sure you want to enter this candidate? Once data is entered it cannot be changed without contacting SSACI

OK Cancel

SSN: ### ## #### or #####  
123456789

Last Name: Test

First Name: Test

Middle Initial:

Date of Birth: MM/DD/YYYY or MMDDYYYY  
05/12/1988

Gender: F

Address: Test

City: Test

State: Indiana

Zip Code: #####  
00000

Phone Number: ### ## #### or #####  
123-456-7899

GPA: #.#, up to 5 decimal places  
4.0

Class Rank: 25

Student's College Choice: Ancilla University

Add Candidate

The pop up message will ask “*Are you sure you want to enter this candidate? Once data is entered it cannot be changed without contacting SSACI.*” Check first! Click second! If you are certain about adding the student's information click the “OK” button.





After each entry, the candidate's data will appear on the bottom of the data entry page. Note that in the "Candidate" column the "**P**" stands for primary and "**A**" stands for alternate.

SSACI Hoosier Scholar Nomination Form - Windows Internet Explorer

https://secure.in.gov/apps/ssaci/hoosier\_scholar/action/errorAllCandidates

File Edit View Favorites Tools Help

Links Customize Links

SSACI Hoosier Scholar Nomination Form

user: AHC45041

### Hoosier Scholar Nomination Form

**Important Information:** You must submit the personal information of all candidates and alternates in a single session. Students' information will not be saved unless you complete the forms entirely.

(Refer to instruction package for further instructions)

ALEXANDRIA-MONROE HIGH SCHOOL (5041) 1 BURDEN CT ALEXANDRIA

2007

[Help](#)

#### Add Alternates

Enter All Fields

<b>SSN:</b> ### ## #### or ##### 123-45-6789	<b>Last Name:</b> Test	<b>First Name:</b> Test	<b>Middle Initial:</b> 	<b>Date of Birth:</b> MM/DD/YYYY or MMDDYYYY 05/12/1988	<b>Gender:</b> F
<b>Address:</b> Test		<b>City:</b> Test	<b>State:</b> Indiana	<b>Zip Code:</b> ##### 00000	<b>Phone Number:</b> ### ## ## or ##### 123-456-7899
<b>GPA:</b> #, up to 5 decimal places 4.0		<b>Class Rank:</b> 25		<b>Student's College Choice:</b> Ancilla University	

[Add Alternate](#)

Number	Candidate	SSN	Last Name	First Name	M.I.	Date of Birth	Gender	Full Address	Phone Number	GPA	Class Rank	Student's College Choice
1	P	123-45-6789	Test	Test		05/12/1988	F	Test Test, IN 00000	123-456-7899	4.0	25	Ancilla University

#### Adding Additional Primary Candidates

Continue adding primary candidates until the maximum allowed for the size of the graduating class is reached (the count is in the "Number" column). Click the "**Add Candidate**" button after data entry for each student is complete. Data will appear at the bottom of the screen for all added candidates.





### Adding Alternate Candidates

Complete information for at least one alternate candidate must be entered into the application. Once the data for all primary candidates is entered, the **Add Alternates** screen will appear:

SSACI Hoosier Scholar Nomination Form - Windows Internet Explorer

https://secure.in.gov/apps/ssaci/hoosier\_scholar/action/errorAllCandidates

File Edit View Favorites Tools Help

SSACI Hoosier Scholar Nomination Form

**Hoosier Scholar Nomination Form** user: AHC45041

**Important Information:** You must submit the personal information of all candidates and alternates in a single session. Students' information will not be saved unless you complete the forms entirely.

(Refer to instruction package for further instructions)

ALEXANDRIA-MONROE HIGH SCHOOL (5041) 1 BURDEN CT ALEXANDRIA

2007 [Help](#)

**Add Alternates**

Enter All Fields

<b>SSN:</b> ### ## #### or ##### 123-45-6789	<b>Last Name:</b> Test	<b>First Name:</b> Test	<b>Middle Initial:</b> 	<b>Date of Birth:</b> MM/DD/YYYY or MMDDYYYY 05/12/1988	<b>Gender:</b> F
<b>Address:</b> Test		<b>City:</b> Test	<b>State:</b> Indiana	<b>Zip Code:</b> 00000	<b>Phone Number:</b> ### ## ## or ##### 123-456-7899
<b>GPA:</b> #, up to 5 decimal places 4.0		<b>Class Rank:</b> 25		<b>Student's College Choice:</b> Ancilla University	

[Add Alternate](#)

Number	Candidate	SSN	Last Name	First Name	M.I.	Date of Birth	Gender	Full Address	Phone Number	GPA	Class Rank	Student's College Choice
1	P	123-45-6789	Test	Test		05/12/1988	F	Test Test, IN 00000	123-456-7899	4.0	25	Ancilla University

Enter all required fields for the alternate candidate and then click the **"Add Alternate"** button.



Once the first (and required) alternate candidate information has been entered, information for additional alternate candidates may be added by clicking the “**Add Alternate**” button, after entering all of your alternate’s data. Data entry can be completed by clicking on the “**Finish**” button.

SSACI Hoosier Scholar Nomination Form - Windows Internet Explorer

https://secure.in.gov/apps/ssaci/hoosier\_scholar/action/alternateExistsTest

File Edit View Favorites Tools Help

Links Customize Links

SSACI Hoosier Scholar Nomination Form

user: AHC44945

## Hoosier Scholar Nomination Form

**Important Information:** You must submit the personal information of all candidates and alternates in a single session. Students' information will not be saved unless you complete the forms entirely.

(Refer to instruction package for further instructions)

ANDERSON HIGH SCHOOL (4945) 4610 MADISON AVE ANDERSON

2007 [Help](#)

### Add Alternates

Enter All Fields

SSN: ### ## #### or #####	Last Name:	First Name:	Middle Initial:	Date of Birth: MM/DD/YYYY or MMDDYYYY	Gender:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:		City:	State:	Zip Code: #####	Phone Number: ### ## #### or #####
<input type="text"/>		<input type="text"/>	Indiana	<input type="text"/>	<input type="text"/>
GPA: #, up to 5 decimal places		Class Rank:		Student's College Choice:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
<input type="button" value="Add Alternate"/> <input type="button" value="Finish"/>					

Number	Candidate	SSN	Last Name	First Name	M.I.	Date of Birth	Gender	Full Address	Phone Number	GPA	Class Rank	Student's College Choice
1	P	123-45-6001	Test	Test		05/12/1988	F	Test Test, IN 00000	123-456-7899	4.5	25	Ancilla University
2	P	123-45-6005	Test	Test		06/12/1988	M	Test Test, IN 00000	123-456-7899	4.5	24	Ancilla University
3	A	123-56-4789	Test	Test		12/15/1988	F	Test Test, IN 11111	123-456-7899	4.0	23	Ancilla University



If information for the maximum number of alternates (2, 4, or 6 depending upon the number of primary candidates allowed for the high school) is being entered, then the “**Add Alternate and Finish**” button will appear on the data entry screen for the last alternate. Once the last data entry is complete, press that button. You will be notified by email that the Hoosier Scholar data has been received at SSACI.

SSACI Hoosier Scholar Nomination Form - Windows Internet Explorer

https://secure.in.gov/apps/ssaci/hoosier\_scholar/action/alternateExistsTest

File Edit View Favorites Tools Help

Links Customize Links

SSACI Hoosier Scholar Nomination Form

**Important information:** You must submit the personal information of all candidates and alternates in a single session. Students' information will not be saved unless you complete the forms entirely.

(Refer to instruction package for further instructions)

ANDERSON HIGH SCHOOL (4945) 4610 MADISON AVE ANDERSON

2007 [Help](#)

### Add Alternates

Enter All Fields

<b>SSN:</b> ### ## #### or #####	<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>	<b>Date of Birth:</b> MM/DD/YYYY or MMDDYYYY	<b>Gender:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip Code:</b> #####	<b>Phone Number:</b> ### ## #### or #####
<input type="text"/>		<input type="text"/>	Indiana	<input type="text"/>	<input type="text"/>
<b>GPA:</b> #, up to 5 decimal places		<b>Class Rank:</b>		<b>Student's College Choice:</b>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

Number	Candidate	SSN	Last Name	First Name	M.I.	Date of Birth	Gender	Full Address	Phone Number	Class Rank	Student's College Choice
1	P	123-45-6001	Test	Test		05/12/1988	F	Test Test, IN 00000	123-456-7899	25	Ancilla University
2	P	123-45-6005	Test	Test		06/12/1988	M	Test Test, IN 00000	123-456-7899	4.5	24 Ancilla University
3	A	123-56-4789	Test	Test		12/15/1988	F	Test Test, IN 11111	123-456-7899	4.0	23 Ancilla University
4	A	123-64-5870	Test	Test		11/05/1988	F	Test Test, IN 00000	123-456-7899	4.0	22 Ancilla University



### Show Students Page

Once you have entered information for all primary and alternate candidates, the **Show Students** page will appear. *Make sure that information for primary candidates is listed before that of alternate candidates. If not, you must contact SSACI.* Please review all the information and print a copy for your records. It is best to print the form in the landscape orientation.

**Hoosier Scholar Nomination Form** user: AHC44945

ANDERSON HIGH SCHOOL (4945) 4610 MADISON AVE ANDERSON

2007 [Help](#)

**Show Students**

You have successfully submitted the Hoosier Scholar Nomination form to SSACI.

[Print](#) and keep a copy for your records

If you need to make any changes to the submitted records, please contact Ada Sparkman at (317) 232-2355.

Number	Candidate	SSN	Last Name	First Name	M.I.	Date of Birth	Gender	Full Address	Phone Number	GPA	Class Rank	Student's College Choice
1	P	123-45-6001	Test	Test		05/12/1988	F	Test Test, IN 00000	123-456-7899	4.5	25	Ancilla University
2	P	123-45-6005	Test	Test		06/12/1988	M	Test Test, IN 00000	123-456-7899	4.5	24	Ancilla University
3	A	123-56-4789	Test	Test		12/15/1988	F	Test Test, IN 11111	123-456-7899	4.0	23	Ancilla University
4	A	123-64-5870	Test	Test		11/05/1988	F	Test Test, IN 00000	123-456-7899	4.0	22	Ancilla University

[Return to SSACI homepage](#)

To Exit the application, click the **Return to SSACI homepage** link.

If you have any questions concerning the program or reporting process, please contact:

Ada Sparkman  
Hoosier Scholar Coordinator  
Phone: (317) 232-2355  
E-mail: [asparkman@ssaci.in.gov](mailto:asparkman@ssaci.in.gov)



**General Security Agreement for the Use of the Commission's  
Hoosier Online Database**

The Hoosier Online referred to in this agreement is the system used by the Commission and an eligible high school (Institution) to exchange information about high school students as part of their application for state financial aid. The use of Hoosier Online by Institution counselors is an essential part of delivering state financial aid to Indiana students and families. In lieu of a written and counselor signed certificate, it is understood that by logging into and entering or uploading a student record into Hoosier Online, the Institution and its counselors agree that:

1. Each counselor has Internet access on a computer using either of the browsers Internet Explorer 4.0 or later or Netscape 4.77 or later, with appropriate settings to access the Commission's secure Internet server via the URL <http://www.in.gov/ssaci/highschool/>.
2. User Names and Passwords are used to access Hoosier Online are to be treated as confidential information. The Institution will authorize a limited number of employees to have access to Hoosier Online. Moreover, employees of the Institution will not share User Names and Passwords with anyone except Institution-authorized persons.
3. Computerized files created by or for the Commission and all information and documents associated with these files are considered owned by the Commission once they are transmitted to the Commission. To the extent authorized by law, these files and the data contained within these computerized files will be treated with the utmost confidentiality.
4. The Institution will take reasonable precautions to protect the data owned by the Commission from unauthorized access, change or destruction. Data will not be altered, destroyed, copied, uploaded, or downloaded from Hoosier Online except as authorized by the Commission.
5. It is understood that, if it appears to be urgent and necessary, the Commission reserves the right to revoke, without notice, the electronic access it has granted to the Institution.
6. The Institution will take reasonable precautions to make sure that any employee whose change in employment status or duties no longer necessitates access to the Commission's data is denied access to that information.
7. The Institution will comply with all appropriate federal and state of Indiana information security and confidentiality laws and the Commission's security and confidentiality policies and procedures.
8. The Institution will maintain a historical record that identifies to the Commission or its representative the individual(s) who create, update or transmit the Commission's data.
9. To the extent authorized by law and caused by the negligence or intentional misconduct of itself, its employees or agents, the Institution will accept liability for any direct or consequential damages to the Commission and its databases.
10. Based on seventh semester grades, the Hoosier Online information submitted via the Internet is a true and accurate list of those students who meet all Hoosier Scholar Award requirements stipulated by SSACI.